

STAT

PERSONNEL

23 July 1981

PROPER DISPLAY OF NOTICES AND ADVERTISING  
IN THE HEADQUARTERS BUILDING

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1. To accommodate the increasing volume of material being posted within Agency facilities, the Fine Arts Commission has arranged for the construction and installation of two large kiosks in the main hallways leading to each cafeteria and six free-standing metal frame display units located at the entrances to the Headquarters Building. The use of easels for display of notices and the posting of items on doors, walls, mirrors, or anywhere other than on bulletin boards, kiosks, or entrance display units are discouraged under all circumstances.

2. The following guidelines shall govern the posting of information on kiosks and display units:

a. KIOSKS - Hexagonal units found in the 1F and 1C corridors at their intersections with J corridor.

(1) Only items of immediate interest and short duration should be posted, with dates prominently displayed (examples: concerts, guest speakers, bloodmobile, films, television programs).

(2) Government-wide programs, long-term activities, personal notices, or non-Agency events are not suitable for kiosk display and should be posted instead on other public bulletin boards (examples: Credit Union items, carpooling, energy conservation, health and safety items, Office of Training and Education courses, public sports or theater events).

(3) To be effective, the kiosks should not be allowed to become cluttered. Items should be posted not more than a week in advance of the scheduled event and must be removed by the office concerned immediately after the event takes place.

(4) Anyone posting notices may remove expired items in order to make room for current announcements.

(5) Notices should be tacked firmly in place at all four corners.

ADMINISTRATIVE - INTERNAL USE ONLY

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b. ENTRANCE DISPLAY UNITS - Metal-framed, six-sided units, which can be configured with three, four, and six sides visible to the public, located at the Main, Tunnel, Northeast, North Cafeteria, Southwest, and South Dock entrances.

(1) One and a half sections are reserved for posting information required by General Services Administration regulations, including the Code of Ethics and the list of items prohibited in the building.

(2) One and a half sections are reserved for permanent posting of security-related messages, such as badge removal and search procedures.

(3) Three additional sections will be available for posting notices of a time-sensitive nature, such as announcements about guest speakers, concerts, dramatic presentations, bloodmobile days, or religious services.

(4) Announcements may be posted for two days only, the day of the event and the preceding day.

(5) All displayed information is to be produced mechanically or photographically. The display units have usable posting areas 24 inches high by 18 inches wide. Announcements may be this size or smaller and may be grouped to share one display panel. No more than one copy of any notice may be placed on any display unit.

c. EMERGENCY NOTICES - The entrance display units also will be used for emergency notices concerning matters such as weather conditions, gate closings, road problems, or presence of film crews. A special bulletin format will be used for such notices, which normally will be posted by the Office of Security. Questions about emergency notices should be directed to the Security Duty Officer, [REDACTED]

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3. Approval to post information on any of the public bulletin boards of the Agency should be obtained from Personal Affairs Branch, Office of Personnel, 5E69 Headquarters Building, [REDACTED].

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Harry E. Fitzwater  
Deputy Director  
for  
Administration

DISTRIBUTION: ALL EMPLOYEES (1-6)

2 June 1981

Bruce Johnson  
Chairman, Fine Arts Commission

Re: Status of time sensitive announcements

1. The permanent part of the sign has to be photocopied and mounted-one copy for each of six entrances. This will be completed within the next six days.

Question: Should the Office of Security keep the "bulletin" sign (the mounted part) until they are used...or should the sign be put in place on the display unit (with the display unit folded in a configuration so as not to be seen?).

2. [ ] PPD ETECS (electronic text editing and composition system) Supervisor (X 5333) has agreed verbally to provide typesetting support to the Office of Security on a priority basis for emergency announcements.

3. [ ] ETECS personnel located in GJ-56 [ ] will be the point of contact for the SDO to getting type support.

[ ]

#### Procedure

It was hoped that another form would not be required but ETECS felt it was necessary to have something in writing to eliminate confusion. So, at ETECS request I have provided the following sample which SDO would fill out and deliver to GJ-56. When the typesetting is complete SDO would be called to pickup the type set copy for attachment to the "bulletin" sign at the various locations.

It should be pointed out at this time that ETECS suggested that SDO get a project work number (permanent) put in the computer so that any time a sign is to be created the format could be called up on the terminal. In this way a particular sign would be created using a stored format. It would merely be replacing type instead of creating a new format each and every time a sign is to be produced. This will and should be discussed at a later time between SDO and ETECS (GJ-56). This is nothing more than a file number...to which the job can be charged.

If you have further questions feel free to call.

Sincerely,

[ ]

Please fill out the following information which will be used to produce a time-sensitive announcement for the entrances. Deliver this form to the ETECS facility located in room GJ-56 in the headquarters building.

After the job is processed and the number of copies are produced you will be notified to come pickup the copies which you then will attach to the "bulletin" signs. From the time the job is received to when the copies are processed it is hoped will be within one hour.

Section 1. Fill in the place or location of the event (road/route number, or building, etc.)

Section 2. Fill in the nature of the event (accident, demonstration, power outage, etc.)

Section 3. The time and/or date of the event (within 48 hours)

Section 4. This section will be used to elaborate on the above information when deemed necessary. This might suggest alternative routes or indicate where a film crew will be filming around the compound.

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1  
( place/location)

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2  
(nature of event)

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3  
(date/time of event)

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4  
(elaboration)

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